



# CITY OF HOUSTON

## Job Posting

SW

<b>Applications accepted from:</b>	<b>All Interested Persons</b>
<b>Job Classification</b>	<b>GIS Analyst</b>
<b>Posting Number</b>	<b>PN# 110178</b>
<b>Department</b>	<b>Houston Emergency Center</b>
<b>Division</b>	<b>Information Technology Services</b>
<b>Section</b>	<b>5320 N. Shepherd*</b>
<b>Reporting Location</b>	<b>M - F, 8 a.m. – 5 p.m.*</b>
<b>Workdays &amp; Hours</b>	<b>*Subject to change</b>

**DESCRIPTION OF DUTIES**

Performs professional GIS functions related to the assigned department

**CORE FUNCTIONS**

- Experience writing activity/process workflows and documenting procedures is required. Uses established procedures to create and maintain data files, maps, reports and analyses. Researches and evaluates source data using established methods. Special projects as assigned
- Fluent with ArcGIS Desktop and some experience training other personnel in its use required. Geocodes data files (addresses, X-Y and Lat-Long); enters, corrects and modifies data.
- Competent with geo data bases and ArcSDE. Develops and implements data topology methods and procedures.
- Familiar with ArcObjects and can interact with programmers to extend ArcGIS and create stand-alone applications. Converts data from one software platform to another.
- Familiar with ArcIMS, Arc Server recommended, as is familiarity with GIS legacy systems.
- Demonstrate attention to detail when working with data and displays. Strong working knowledge of MS Office, particularly Access and Excel. Prepares and edits articles, documentation, and reports.
- Comfortable giving presentations to groups and participating in external department activities.

**WORKING CONDITIONS**

The position is physically comfortable; the individual has discretion about walking, standing, etc. The position is in an office environment with occasional exposure to office chemicals and extensive use of computer video display terminal.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Geographic Information Science, Planning, Geography, Computer Science or a closely related field.

**MINIMUM EXPERIENCE REQUIREMENTS**

Five (5) years of experience in GIS systems, design, and/or a closely related field are required.

**MINIMUM LICENSE REQUIREMENTS**

None

**PREFERENCES**

Preferences will be given to candidates with experience in a Public Safety environment. Experience in performing the GDI Tools conversion process as it relates to a CAD ALTARIS system. Public speaking skills are desired.

**SELECTION/SKILLS TESTS REQUIRED**    None

**SAFETY IMPACT POSITION**    ☒ Yes    ☐ No

If yes, the position is subject to random drug testing and if a promotional position, candidate must pass an Assignment drug test.

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 20  
\$1,151.00 - \$1,996.00 Biweekly    \$29,926.00 - \$51,896.00 Annually

**OPENING DATE**    April 26, 2006

**CLOSING DATE**    May 9, 2006

**APPLICATION PROCEDURES**

Original applications only with resume are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1st Level. For application status inquiries, please call (713) 884-3911. **All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

Telecommunication Device for the Deaf (TDD) Number is (713) 837-9471

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